

Office of Inspector General Workforce Plan Results

FY 2004 - FY 2008

Requirement	Specific Actions (By Fiscal Year)	Milestones	Status
Organizational Structure Analysis	FY-04: Conduct review of anticipated SES vacancies to determine justification for continued occupancy.	Review annually by 06/30.	Review was conducted. Two vacancies were filled through internal selections.
	As Non-SES management positions become vacant, review for continued need.	Continuous, at least annually.	This review is currently underway
	Each FY: As losses occur, layers will be reduced accordingly based on an assessment of the “ideal” organization. Provide measures for success.	10/31/03 – Complete assessment of ideal organization. Reorganization being submitted to HQ for processing by 1/23/04.	Annual performance plan is being prepared. No anticipated organizational changes needed.
Reduce Time to Make Decisions	FY-04: Provide greater incentives for effective decision making. Evaluation work review processes in attempts to reduce decision points.	Continuous	Action team developed recommendations to address delegations and decision making. Being considered for implementation.
	Decisions delegated to lowest level possible in headquarters and field.	12/31/03 – issue new delegations of authority.	Delegations for report processing currently being studied.
Increase Span of Control	Decrease number of supervisory positions as appropriate	Review annually by 9/30.	With pending hires, current ratio is 1 to 11.
Redirect Positions to Front Lines	Continuing from FY02.	95 percent of new hiring restricted to front line positions in all FYs.	100% of new hires to date were appointed to front line positions.
Actions to Improve, Streamline, or Reengineer Operations or Processes	FY04: Determine need for revisions to internal program operating procedures to reduce reviews, unnecessary paper work and reports processing times.	03/31/04 – new program manual issued in at least one major program area.	All changes needed in program manuals have been identified. Revisions currently underway. Revisions will address requirements from GAO and Dept. of Justice for peer

			reviews.
Addressing Other Key Workforce Challenges	FY-04: Pursue funding to include greater use of pay incentives to retain performing front line workers.	Started with FY03 budget.	Dept. supported an increase in FY06 budget submitted 9/04 to support human capital targets.
	FY-04: Develop and implement procedures for the payment of work-related credentials.	3/31/04 – Procedures in place and communicated to employees.	On hold pending team recommendations.
	Develop competencies for all major OIG occupations (auditors, criminal investigators, inspectors).	3/31/04 – Complete skills needs assessment. 6/30/04 – Document competencies for all skills identified. 12/30/04 – Use competencies in recruitment process.	Completed December 03. Completed June 04. Revising quick hire questions using competencies and job analysis.
	Revise OIG Succession Plan based on the DOE Workforce & Succession Planning/Management Model.	10/30/03.	Completed. Further recommendations made during action team process.
	Increase use of telecommuting within all OIG organizations.	Increase telecommuting by 5 percent by 6/30/04.	Majority of OIG employees work at alternate sites. Exploring additional opportunities for telecommuting.
Implement diversity initiatives including Hispanic employment program plan	Establish actions to incorporate into the AEP to provide for the hiring and retention of a diverse workforce. Participate in all special emphasis programs. Contact minority colleges and universities to participate in college recruitment activities. Make maximum use of outstanding scholar appointments for minorities and women.	10/30/04.	FY05 plans under development for AEP, FEORP, AAP for the Disabled, and AAP for Disabled Veterans, to include college recruiting. Most positions advertised through delegated examining are also advertised for outstanding scholar applicants.

Develop and Implement an OIG Knowledge Management Program	Educate managers on knowledge management (KM). Prepare draft implementation plan. Identify tools and action plan for implementation.	11/30/03. 1/31/04. 3/15/04.	Provided general information to management on 11/25. Teams incorporated KM concepts in revisions to operating manuals.
Increase participation in leadership development programs	Assess training needs as part of the training plan development process.	10/30/03 and annually.	FY05 training assessment and plan being developed. Completion due date: 10/30/04.
Link OIG mission to SES and managers performance appraisals and cascade to rest of workforce	Ensure that all SES standards are linked to mission requirements. Link standards for all non-SES supervisors and team leaders to mission requirements. Cascade organization standards to at least 60% of mission-critical occupations.	10/01/04 and annually. 10/01/04 and annually. 03/31/04 and annually.	<u>All</u> OIG employees subject to a performance management system have at least one organizational standard linked to the OIG mission.
Certification of IT Specialists	Ensure that IT program specialists complete appropriate certification requirements.	As required	The OIG has 1 IT professional currently undergoing certification.